

WORKPAPER NUMBERING/INDEXING SYSTEM

PROVISIONAL RATE AUDITS

A. Preliminary Audit Planning

- 1.1 Planning Memo/Audit Checklist
- 2.1 Correspondence/Audit Contact Log
- 3.1 Scheduling Letter
- 4.1 Provider's SR 2P, SR 2As, Bs, Cs/Client List

B. Preliminary Audit/CCL Review

- 1.1 CCL Requirements/Fingerprints

C. Preliminary (FCRB)

- 1.1 Program Statement
- 2.1 Rate Application
- 3.1 Correspondence/Rate Letters

D. Entrance Conference

- 1.1 Summary Entrance Conf./Questionnaire
- 2.1 Org. Chart/Bd. Members

E. (CCS)

- 1.1 SR 2A - WPs
- 2.1 Paid Hours Verif./Worksheets
- 3.1 T.S./Payroll/Checks
- 4.1 Interviews/Other Docs

F. Training

- 1.1 Training Analysis/Logs/Docs

G. (SW) Activities

- 1.1 SR 2B-WPs/Contracts
- 2.1 Paid hours Verif./Worksheets
- 3.1 T.S./Billings, Payroll Checks
- 4.1 Interviews/Other Docs

H. (MH) Treatment Services

- 1.1 SR 2C-WPs
- 2.1 Paid Hours Verif./Worksheets
- 3.1 Timesheets, Billings, Payroll, Logs or MH Verification
- 4.1 Interviews/Other Docs

I. Preliminary Audit Results

- 1.1 Completed Spreadsheets
- 2.1 Point Sheets

J. Exit Conference

- 1.1 Summary of Exit Conference

K. Final Audit Draft/Spreadsheets (QCR)

- 1.1 FAR/Spreadsheets-QC

L. Final Audit Reports

- 1.1 Signed FAR and Spreadsheets

M. Post Audit Results

- 1.1 Formal Hearing